INSTRUCTIONS
CFS-214-R (Employer or Entity in Charge of Paid or Volunteer Activities, or Licensing or Registering Authority)

**Purpose:**
The “Notice of Child Maltreatment Allegation to Employer or Entity in Charge of Paid or Volunteer Activity, or Licensing or Registering Authority” (CFS-214-R) is designed to provide timely notification to an employer or entity in charge of paid or volunteer activities, or to a licensing or registering authority that a report of child maltreatment has been made against employee, volunteer, or licensee engaged in child-related employment or activities as the alleged offender. Notification is made using this form **AFTER** completion of risk determination (CFS-215-R) and the Supervisor’s approval.

**Completion:**
**To:** Enter the business name and name of employer or volunteer coordinator, school superintendent or principal, or licensing or registering authority.
**Address:** Enter the full business address of the employer or volunteer coordinator, superintendent or principal, or licensing or registering authority.
**From:** Enter the name, full address, and county of the DCFS staff sending the notice.
**Date:** Enter the date the notice is sent.
**CHRIS Referral #:** Insert the CHRIS referral number.
**Name of Alleged Offender:** Enter the name of the alleged offender.
**Date of Allegation:** Enter the date the allegation was originally made.
**Allegation:** Insert a brief description of the suspected child maltreatment.
**Signature:** Print and sign the name of the staff member who is sending the form.

**Routing:**
1. Send copy to employer/volunteer coordinator, superintendent or principal, or licensing or registering authority after risk determination has been made and supervisor has confirmed.
2. Retain a file copy.